

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1   13	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 20-Jan-2016		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY NAWCTSD 253 12211 SCIENCE DRIVE (253) ORLANDO FL 32826-3224		CODE N61340		7. ADMINISTERED BY (If other than item 6)  <b>See Item 6</b>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. N61340-16-R-0009	
				X		9B. DATED (SEE ITEM 11) 13-Jan-2016	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE				FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended.							
<p>Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:</p> <p>(a) By completing Items 8 and 15, and returning <u>2</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
<p>The purpose of this amendment is to accomplish the following:</p> <p>Section J: Remove Attachment 5 and Add Attachment 8</p> <p>Section L: Update Information in Part A 4.0 and Part B 2.2</p>							
<p>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</p>							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		21-Jan-2016	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION J - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

The following have been modified:

SECTION JAttachments

- Attachment 1 Statement of Work (SOW) 150026 for MQ-8C Fire Scout Maintenance Courseware Development dated 11 September 2015
- Attachment 2 Statement of Work (SOW) 150025 for MQ-8C Fire Scout Operator Courseware Development dated 11 September 2015
- Attachment 3 NAWCTSD Data Item Transmittal (DIT) Form

The following attachments are pre-award only and will not be included in the final contract:

- Attachment 4 RFP N61340-16-R-0009 Question/Comment Form
- Attachment 5 RESERVED
- Attachment 6 Past Performance Questionnaire
- Attachment 7 Certificate of Non-Disclosure
- Attachment 8 Responses to Solicitation Questions (1 through 4)

Exhibits

- Exhibit 1 MQ-8 CDRL Listing:

CDRL TITLE	EXHIBIT NUMBER FOR CLIN 0001	EXHIBIT NUMBER FOR CLIN 0002	EXHIBIT NUMBER FOR CLIN 0003	EXHIBIT NUMBER FOR CLIN 0004
	MQ-8C Mx Gap	MQ-8C Op CW	MQ-8C Mx MECH CW	MQ-8C Mx TECH CW
Integrated Management Plan	B001	B001	B001	B001
Integrated Master Schedule	B002	B002	B002	B002
Contractor Progress, Status and Management Report	B003	B003	B003	B003
Conference Agenda	B004	B004	B004	B004
Conference Minutes	B005	B005	B005	B005
Operations Security Plan	B006	B006	B006	B006

Scientific and Technical Reports – Vendor Integrity Statements for Software	N/A	B007	B007	B007
Instructional Performance Requirements Document (IPRD)	F001	N/A	N/A	N/A
Instructional Media Requirements Document (IMRD)	F002	N/A	N/A	N/A
Instructional Media Design Package (IMDP)	N/A	F003	F003	F003
IMDP –Lesson Design Strategy	N/A	F004	N/A	N/A
Instructional Media Package – Script/Storyboards	N/A	F005	F005	F005
Instructional Media Package – On-Screen Lessons	N/A	F006	F006	F006
Test Package	N/A	F007	F007	F007
Training Conduct Structure Document – Instructor-Led Curriculum Package	N/A	F008	F008	F008
Training Program Structure Document – Training Course Control Document (TCCD)	N/A	F009	F009	F009
Training System Support Document (TSSD)	N/A	F00A	F00A	F00A
Instructional Media Package – Instructional Media Source Files	N/A	F00B	F00B	F00B
Instructional Media Package – Final CD-ROM/DVD Inspection/Acceptance	N/A	F00C	F00A	F00A

## Exhibit 2 MQ-8 GFI Listing:

SOW 150025, Section 1.5, GFI List	Available at	
	RFP	PAC
MQ-8B Front End Analysis documentation (IPRD, IMRD)	X	
MQ-8B Fire Scout Operator courseware, instructor/student guides, course control documents and simulator event grade cards		X
MQ-8C Fire Scout FEA/Gap Documentation (IPRD, IMRD)	X	
MQ-8C OEM-developed interim training materials	X	
MH-60S FRS CAT I courseware and syllabus outline.		X
Naval Aviation Training and Operating Procedures Standardization (NATOPS)		X
SOW 150026, Section 1.5, GFI List	Available at	
	RFP	PAC
CNATT Instruction (CNATTINST) 1554.1 ILE Development	X	
MQ-8C Fire Scout Maintenance FEA Documents (IPRD and IMRD)	X	
MQ-8C Fire Scout Interim Maintenance training materials	X	
MQ-8C Interactive Electronic Technical Manuals (IETMs)		X

## SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

### INSTRUCTIONS TO OFFERORS

## **SECTION L – INSTRUCTIONS TO OFFERORS**

### **PART A: GENERAL INSTRUCTIONS**

#### **1.0 GENERAL**

Section L contains instructions on how to prepare and submit proposals in response to this solicitation. Nonconformance with these instructions may result in an unfavorable proposal evaluation and elimination from consideration.

The government will base its evaluation on the information presented in the offeror's proposal. The offeror has the burden to submit a proposal that convincingly demonstrates that the offeror has an accurate understanding of the requirements and the associated risks; that the offeror has viable solutions for the requirements and potential risk areas; and that the offeror is able, willing and competent to devote the resources necessary to meet the requirements.

It is the offeror's responsibility to submit a proposal that enables government evaluators to effectively evaluate and substantiate the validity of any assertions set forth in the offeror's proposal. Assume the government has no prior knowledge of an offeror's facilities and experience. Accordingly, do not simply rephrase or restate the government's requirements. Statements that the offeror will provide a particular feature or training objective without explaining how the offeror proposes to meet that feature or objective are generally inadequate and may adversely impact the government's evaluation assessment of the offeror. Also inadequate are the following types of statements:

- unsupported statements that the offeror allegedly understands the requirements and risks;
- unsupported statements that the offeror allegedly can or will comply with requirements;
- unsupported statements that merely paraphrase the requirements;
- undefined or explained statements such as "best commercial practices will be used";
- undefined or explained statements such as "standard procedures will be used"; and
- undefined or explained statements such as "well-known techniques will be employed."

Alternate proposals are not acceptable. In addition, taking exception or deviating from any term or condition of the RFP may make an offer unacceptable, and the proposal unawardable, unless the RFP expressly authorizes such an exception or deviation with regard to that specific term or condition.

There is no need to repeat information in the same volume or in more than one volume. If an overlap exists, the detailed information should be included in the most logical place and summarized and referenced in other areas. With the exception of the Price or Past Performance Volumes, no cost or pricing information should appear in any volume.

#### **2.0 MAC OMBUDSPERSON**

Protests to the Contracting Officer are not permitted under this Delivery Order because this effort is valued under \$10 million. However, the following individual is responsible for reviewing complaints from contractors and ensuring that all contractors are afforded a fair opportunity to be considered for all delivery orders issued in accordance with the contract:

Name: Mr. Tim Cichon, Code 2.5.3  
 Address: Naval Air Warfare Center Training Systems Division  
 12211 Science Drive  
 Orlando, FL 32826  
 Telephone: (407) 380-4083  
 Email: timothy.cichon@navy.mil

### 3.0 PROPOSAL FORMAT

Written proposals must be formatted using a Times New Roman 12 point normal font, no reduction permitted, single-spaced, 1-inch margins all around, and formatted for standard 8.5 x 11 inch paper. All pages should be numbered with section and page numbers. When foldout pages are used, they must not exceed 11 x 17 inches and will be counted as 1 page. Drawings may be provided separately and may be any size, but should be folded to approximately 8.5 x 11 inch standard size and will count as 1 page. Graphs shall be presented in no smaller than a 10 point font.

### 4.0 PROPOSAL VOLUMES

All proposals must be UNCLASSIFIED. Each volume of the proposal shall be submitted as one paper original with additional copies as specified in the table below. The offeror also will provide a complete copy of the proposal fully compatible with Microsoft Office 2007 on a Compact Disk Read-Only Memory (CD-ROM). For information not supported by Microsoft Office products, the offeror must also provide the latest Adobe Acrobat reader on the CD-ROM. The offeror will ensure that the Price Volume is provided on a separate CD-ROM in Microsoft Office 2007 Excel format, with spreadsheets protected. Each CD-ROM is to be labeled for content and the offeror's name. If a discrepancy exists between the original paper version of the proposal and the CD-ROM "copy," the paper original will take precedence.

Page limitations for each volume are specified in the table below. Proposal pages beyond the specified limit will not be evaluated.

Volume Number	Volume Title	Page Limit	Copies Required
1	TECHNICAL	30 pages	1 Paper Original 4 Paper Copies 1 CD-ROM Copy
2	PAST PERFORMANCE	As needed	1 Paper Original 4 Paper Copies/ 1 CD-ROM Copy
3	PRICE	As needed	1 Paper Original 4 Paper Copies 1 CD-ROM Copy

Each volume shall contain the following information:

- Cover and title page
- Title of proposal and proposal number as applicable
- Offeror's name, address and POC
- RFP number (N61340-16-R-0009)
- Proposal volume/book number
- Copy number
- Table of Contents (The table of contents must provide sufficient detail to enable easy location of important elements)
- Use tabs and dividers

For Volume 1, cover page, table of contents, list of figures, list of acronyms, and tabs/dividers are excluded from the 30 page limit. Integrated Master Schedules are included in the 30 page limit; however, combined, the Integrated Master Schedules should not exceed 10 pages.

## 5.0 PROPOSAL SUBMISSION

Clearly mark all packages with the solicitation number. The submission date for the proposal shall be no later than the date and time specified in Block 9 of Standard Form 33 of the RFP. Offerors shall not submit proposals by facsimile or via email.

**1. Proposals Submitted by Commercial Carrier:** Offerors shall submit proposals via United States Postal Service or through a commercial carrier using the following address:

Naval Air Warfare Center Training Systems Division  
Code: AIR-2.5.3.3.1 Michael Glazer (407) 380-4478  
12211 Science Drive  
Orlando, FL 32826  
Solicitation Number: N61340-16-R-0009

**2. Hand Carried Proposals:** Hand carried proposals must be delivered to the address above, attention Michael Glazer (407) 380-4478. If a proposal or amendment is hand carried, the offeror must submit a written visit request no later than twenty-four (24) hours prior to delivery of the proposal. Without the visit request, the offeror may not get beyond the installation security gate to deliver its proposal. Guards are not authorized to accept proposals. A visit request may be obtained by contacting Michael Glazer, Contract Specialist, at (407) 380-4478, michael.a.glazer@navy.mil. Upon arrival to NAWCTSD, please contact Michael Glazer. In the event that Mr. Glazer is not available, please contact the alternate point of contact, Ms. Mona Zahid, at (407) 380-8446.

**3. Late Proposals:**

(a) *Definitions.* As used in this provision—

“Proposal modification” is a change made to a proposal before the solicitation’s closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

“Proposal revision” is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer.

“Time,” if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) *Amendments to solicitations.* If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) *Submission, modification, revision, and withdrawal of proposals.* Offerors are responsible for submitting proposals, and any modifications or revisions, so as to reach the government office designated in the solicitation by the time specified in the solicitation.

(1) Any proposal, modification, or revision received at the government office designated in the solicitation after the exact time specified for receipt of offers is “late” and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition, and—

(i) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(ii) There is acceptable evidence to establish that it was received at the government installation designated for receipt of offers and was under the government’s control prior to the time set for receipt of offers; or

(iii) It is the only proposal received.

(2) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the government will be considered at any time it is received and may be accepted.

(3) Acceptable evidence to establish the time of receipt at the government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of government personnel.

(4) If an emergency or unanticipated event interrupts normal government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal government processes resume.

(5) Proposals may be withdrawn by written notice received at any time before award.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(9) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding delivery order without further action by either party.

**4. Restriction on Disclosure and Use of Data:** Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the government except for evaluation purposes, shall—

(a) Mark the title page with the following legend:

This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a task or delivery order is awarded to this offeror as a result of — or in connection with — the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting task or delivery order. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]; and

(b) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

## **6.0 PROPOSAL PACKAGING**

The offeror shall package the proposal volumes in cartons or equivalent packaging containers in the most efficient manner possible, grouping like-volumes to the maximum extent possible. Each container shall be single-

person portable. One container shall include all original proposal volumes. Each box should include a packing slip detailing the contents, to include the volume number, title, and copy number. Also, each box should be stamped or marked "For Official Use Only."

## **7.0 SOLICITATION CHANGES**

For any changes and additional information for the solicitation please go to the Federal Business Opportunities (FedBizOpps) website:

<https://www.fbo.gov/>

## **8.0 SOLICITATION QUESTIONS/COMMENTS**

(a) Questions regarding this solicitation shall be submitted in writing using the Solicitation Question/Comments form Attachment 4. It is requested that each question/comment reference the applicable document, paragraph, and page number. All questions must be submitted no later than 2:00PM EST, 4 February 2016. Questions/comments shall be e-mailed to [michael.a.glazer@navy.mil](mailto:michael.a.glazer@navy.mil). Answers to questions will be posted via formal RFP amendments.

(b) The Government reserves the right not to respond to any questions concerning this solicitation received after the time frame specified above. Accordingly, offerors are encouraged to carefully review all solicitation requirements and submit questions/comments to the Government early in the proposal preparation cycle.



**PART B: SPECIFIC INSTRUCTIONS****1.0 VOLUME 1: TECHNICAL**

The offeror shall provide information to address the elements below. This volume shall not contain any reference to cost or price aspects of the offer.

In a table like the one below, provide a definition of the legal relationship between the entities, if other than a prime/subcontractor relationship. Identify the work share and percentage — not the amount of dollars — of the offeror's total proposed price that the offeror and each subcontractor or other team member will perform.

<b>Contractor Name (Indicate Prime, Subcontractor, or other Team Member)</b>	<b>Place of Performance and DUNS Number if applicable</b>	<b>Brief Work Description Responsibility</b>	<b>% of Total Proposed Price</b>

- (a) The Technical volume shall include a Title Page, Table of Contents, List of Figures/Tables/ Illustrations (if applicable), and a List of Acronyms.
- (b) Available Government provided information to complete the proposal requirements includes all applicable documents in SOWs 150025 and 150026 section 2.0.
- (c) The Offeror shall address in its proposal the detailed information required below, to meet requirements and deliverables IAW SOW 150025 Section 3.0 and SOW 150026 Section 3, Appendix A, Appendix B, and Appendix C.

The government will evaluate the elements described below.

1.1. ISD Approach

- 1.1.1. The Offeror shall provide their technical approach per CLIN describing the proposed ISD model, instructional strategies, use of Government requirement documents specific to Maintenance efforts, and planned labor category mix.

1.2. Schedule

- 1.2.1. The Offeror shall provide an Integrated Master Schedule (IMS) in Microsoft Office Project 2010 and .pdf format, clearly delineating between each CLIN to the third level with level 1 corresponding to the ISD process phases, level 2 corresponding to the product/data deliverable, and with level 3 corresponding to processes/steps for completing the product/deliverable.

- 1.2.1.1. For proposal evaluation purposes specific to the one (1) analysis CLIN, CLIN 0001, the Offeror shall provide a complete IMS.

- 1.2.1.2. For proposal evaluation purposes specific to the three (3) courseware new development CLINs, CLINs 0002-0004, the Offeror shall provide a partial IMS for each CLIN; limit to only one lesson for each Mx course and one lesson for the Op course.

- 1.2.1.3. For proposal evaluation purposes, the Offeror shall provide an IMS that includes Task Name, Resources (i.e., labor categories), and predecessors/successors only.

1.3. Quality Assurance Process

- 1.3.1. The Offeror shall provide a flowchart illustrating their quality assurance process identifying program and corporate review stages.

**2.0 VOLUME 2: PAST PERFORMANCE****2.1 Past Performance Contracts for Offeror and Principal Team Members**

a. The offeror shall identify up to three (3) of the prime offeror's most relevant government or commercial past performance contracts, and up to two (2) of the most relevant government or commercial past performance contracts for each principal team member.

b. A "principal team member" for purposes of the past performance evaluation Factor is defined as a subcontractor, joint venture owner (joint venturer), partnership owner (partner), corporate parent, division, subsidiary, affiliate or vendor that is proposed to provide at least 20% of the proposed total price/cost (excluding the offeror's profit/fee) for the delivery order.

c. An offeror will not receive past performance credit for a proposed principal team member unless the offeror's proposal demonstrates how the resources of that principal team member – its workforce, management, facilities or other resources – will in fact be provided to perform at least 20% of the proposed total price for the delivery order, excluding the prime offeror's profit. Merely stating that the offeror has access to the resources of a principal team member is insufficient.

d. The government will not consider past performance references performed by an individual joint venturer or partner unless the joint venturer or partner meets the definition of "principal team member."

e. Any submitted past performance contract must contain performance within five (5) years of the proposal due date specified in Block 9 of Standard Form 33 of the RFP. Performance that took place greater than five years from the proposal due date will not be considered.

f. Forward a copy of the Past Performance Questionnaire (Attachment 6) to the past performance contract customer's Procuring Contracting Officer (PCO), Administrative Contracting Officer (ACO), Program Manager and Point of Contact for the following past performance contracts:

- Past performance contracts that do not have CPARS Reports, and
- Past performance contracts with CPARS Reports completed by the Assessing Official more than six months prior to the RFP's proposal due date.

All questionnaires shall be forwarded within two weeks from the RFP release date. The offeror shall include instructions for its customers to send completed questionnaires within two weeks of the customer's receipt of the questionnaire to Mr. Michael Glazer, Contract Specialist, via email at [michael.a.glazer@navy.mil](mailto:michael.a.glazer@navy.mil).

g. The offeror should provide written consent from its principal team members that will allow the government to coordinate any of those entities' past performance issues with the offeror. If the offeror does not submit such written consent, then the government will address any past performance issues directly with the principal team member, and the offeror will forfeit the opportunity to participate in any related discussions. Consequently, for any principal team members that do not provide such written consent, provide a point of contact name, address, phone number, fax number, and email address with whom the government may coordinate past performance issues.

h. To evaluate past performance, the government may use information other than information provided by the offeror in its proposal, and may use past performance information obtained from sources other than those identified by the offeror.

i. The offeror has the burden of providing thorough and complete past performance information. It is incumbent upon the offeror to explain the relevance of data provided in its proposal. The government has no duty to search for additional data to cure problems the government finds in the information provided by the offeror.

j. Regardless of relevancy, the offeror shall provide a list of Show Cause Notices, Cure Notices and Terminations for Default received on any contract, task order, or delivery order within the past 5 years.

## 2.2 Past Performance Contract Information

a. Provide the information identified below in an MS Word Table for each past performance contract identified as one all-inclusive table.

	Prime (P), Principal Team Member (PTM)	P1	P2	P3	PTM1	PTM2
1	Contractor's Name					
2	Contractor's Role in the Past Performance Contract, and Contractor's Proposed Role in the Contract					
3	Contract Title					
4	Contract Number					
5	Contract Type: Firm-fixed-price, cost-reimbursable-fixed-fee, etc.					
6	Procuring Agency					
7	Description of Product or Service					
8	Period of Performance					
9	Dollar Value of Contract					
10	Dollar Value of Effort Performed by the Contractor					
11	Place of Performance <sup>1</sup>					
12	CAGE Code and DUNS Number <sup>2</sup>					
13	Do CPARS exist? Yes or No <sup>3</sup>					
14	If CPARS exist, state the number					
15	If CPARS exist, state the completion dates					
16	Agree to Allow Coordination with Prime Offeror? Yes or No.					
17	The Number of Questionnaires the Contractor Sent					
18	Point of Contact's Name, Phone Number, Fax Number, and Email Address					
19	Did Performance Take Place Within Required 5 Year Period? Yes or No					

<sup>1</sup> Place of Performance should be the location of the government or contractor's facility where the predominance of the work was performed.

<sup>2</sup> Provide the CAGE Code and DUNS Number of the company performing the work. If the CAGE Code or DUNS Number is different than the past performance entity proposed to perform the solicitation's effort, please explain the reason.

<sup>3</sup> As part of its Past Performance Volume, the offeror shall provide printed CPARS that are referenced in the table.

b. Task or delivery orders awarded under Multiple-Award Contracts (MACs) will be considered standalone “contracts” for purposes of past performance evaluation. Thus, offerors may not propose an entire MAC as a past performance contract reference.

c. For a single-award indefinite delivery contract, offerors may propose the entire basic contract as a past performance reference, or may propose a specific task or delivery order as a past performance reference. If an offeror proposes an entire single-award indefinite delivery contract as a past performance reference, however, the offeror must provide the past performance relevance information below for each and every task or delivery order issued.

**2.3 Relevancy Information of the Past Performance Contract.** For each past performance contract, provide the following information:

a. Contract Types: Compare the contract type of the past performance contract to the contract type of this solicitation’s effort.

b. Total Dollar Amounts: Compare the total dollar amount of the past performance contract to the total proposed dollar amount of this solicitation’s effort.

c. Dollar Amounts Actually Performed: Compare the dollar amount of the effort actually performed by the offeror or principal team member under the past performance contract to the dollar amount of the effort proposed to be performed by the offeror or principal team member under this solicitation’s effort.

d. Locations and Divisions: Compare the location and division of the company that performed the past performance contract effort to the location and division of the company that is proposed to perform this solicitation’s effort.

e. Period of Performances: Compare the period of performance of the past performance contract to the period of performance actually performed under that past performance contract for the offeror or principal team member.

f. Compare Similarities: Compare the similarity of the product or service actually performed by the offeror or principal team member under the past performance contract to the product or service proposed to be performed by the offeror or principal team member under this solicitation’s effort in the following areas:

- Scope
- Magnitude
- Complexity

**2.4 Demonstrated Performance Information of the Past Performance Contract**

a. For each past performance contract, the offeror shall provide a description of performance in each of the following areas:

- Quality of Product or Service. Describe the offeror’s past performance in the delivery of quality supplies and services, which includes meeting technical requirements.
- Schedule. Describe the offeror’s past performance in meeting schedule requirements, to include on-time or late deliveries, modifications of original schedules, and the reasons for any changes.

- Program Management and Subcontract Management. Describe the offeror's past performance in managing the contracted effort, to include program management, subcontract management, and cooperation with the customer.
- Management of Key Personnel. Describe the offeror's past performance in proposing accurate and retaining qualified personnel.

b. For any past performance problem identified, describe the status of the problem. If the problem is likely to happen again, describe the impact that the offeror's improvement effort had on resolving the problem so that it would not happen again. Describe the resolution used to correct the past performance problem and, if applicable, how the offeror proposes to use that resolution for this solicitation's effort.

### 3.0 VOLUME 3: PRICE

The offeror shall include the following information in this volume:

3.1 Prices: Provide a copy of Section B of the solicitation populated with the CLIN unit prices and CLIN total prices using each CLIN's quantity value.

3.2 Unbalanced Pricing: The offeror shall explain any appearance of unbalanced pricing. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. Any apparent imbalances should be fully explained.

3.3 Program Funding: The anticipated budget for the requirements of this solicitation is less than \$10,000,000.

3.4 Administrative Completeness: The Price Volume shall also contain the following information:

- a. Signed Standard Form 33 for basic solicitation and each amendment.
- b. Assumptions, Conditions, Exceptions, Deviations or Waivers: Assumptions, conditions, exceptions, deviations, and requests for waivers may cause proposals to be considered deficient and, thus, not awardable. If there are no assumptions, conditions, exceptions, deviations or waivers, the offeror shall provide a statement stating that the proposal contains no assumptions, conditions, exceptions, deviations or waivers. If the offeror proposes an assumption, condition, exception, deviation, or waiver to a term or condition of the solicitation, the offeror shall provide a detailed description for each assumption, condition, exception, deviation, or request for waiver, as applicable. The offeror shall identify the portion of the solicitation and the offeror's proposal that are affected.
- c. Information to populate Section G clause 5252.201-9502.
- d. Completed Section K.
- e. A statement identifying the proposal expiration period. The proposal expiration period should be no less than 180 days after proposal submission.

(End of Summary of Changes)